

## **City of Ladue**

**Position Title:** Administrative Assistant

**Department:** Building Department

**Status:** Part-Time, Variable hours including some late afternoon and early evening hours

**Reports To:** Public Works Director

**Position Summary:**

The Administrative Assistant serves as the City's recording secretary for various City committees. This position provides administrative support to the Administration Department, Building Department and Public Works Department related to the administration of meeting materials including preparing agendas, taking minutes and compiling packets for various City Committees.

**Supervisory Responsibility:**

The Administrative Assistant does not supervise other employees.

**Department Personnel Summary:**

The Administrative Assistant works closely with the Public Works Director, the Building Official and the Assistant to the Mayor/City Clerk.

**Duties and responsibilities include, but are not limited to:**

Attendance at various Committee meetings including but not limited to Zoning Board of Adjustment, Architectural Review Board, Finance Committee, Fire and Police Board, Insurance Committee, Public Works Committee, Storm Water Advisory Committee, Storm water Development Standards Review Sub-Committee and Zoning & Planning Commission for the purpose of taking meeting minutes.

Compile meeting packets for distribution to committee members.

Upload meeting agendas and minutes to the City's website and administer email notifications.

Assist with records requests and requests for information.

Assist with records retention in accordance with the City's policy.

Manage the Mayor's schedule and correspondence.

Reception duties including answering the telephone and assisting customers at the front counter.

Provide administrative support to the Administration Department, Building Department and Public Works Department.

**Required Education, Training and Experience**

High school education or equivalent

Minimum of 3 years general office experience

Experience with Microsoft Office including word processing

Experience taking meeting minutes

**Desirable Knowledge and Skills:**

Excellent writing and composition skills

Ability to communicate effectively in oral and written form

Ability to type 50 - 60 WPM

Ability to deal with the public tactfully and courteously

**Physical Demands:**

Hearing, seeing, speaking, walking, standing, bending, stooping, kneeling, reaching above shoulder level, crouching and/or crawling.

**Mental Demands:**

Having contact with residents, city staff, elected officials and committee members. Taking minutes while meetings are in progress.

**Salary Range:**

Minimum \$14.85/hour

This is a part-time position with no benefits. Estimated weekly hours: 20

To apply, submit resume to Suzanne Torpea at [storpea@cityofladue-mo.gov](mailto:storpea@cityofladue-mo.gov)

EEO Employer